

**HORICON TOWN BOARD
ORGANIZATIONAL MEETING**

**JANUARY 3, 2013
6:00 PM**

Present at meeting	Ralph Bentley	Supervisor
	Frank Hill	Councilman
	Kenneth Higgins	Councilman
	Robert Olson	Councilman
	Matt Simpson	Councilman
Krista Wood	Town Clerk	

Also: Tom Johansen, Jane Smith, Bill McGhie, and Harry Balz.

Supervisor Bentley opened the Organizational Meeting at 6:05 pm and welcomed guests.

The Resolutions to organize the Town were then introduced. Messrs. Hill and Higgins introduced Resolutions 1-23 and moved their adoption, all Ayes:

RESOLUTION NO. 1 OF 2013

RESOLUTION DESIGNATING COMMITTEES FOR 2013

RESOLVED, that Supervisor Ralph Bentley does hereby appoint the following Committees for 2013, first name being the Chairman:

RECYCLING & TRANSFER STATION	HILL & OLSON
FINANCE, INSURANCE, PERSONNEL, ELECTIONS & LEGISLATIVE	SIMPSON & OLSON
FACILITIES, GROUNDS, PUBLICITY, BEAUTIFICATION, CABLE	HILL & SIMPSON
HIGHWAY, TRAFFIC SAFETY, STREET LIGHTS, LAKE AFFAIRS, DAM	HILL & SIMPSON
FIRE & AMBULANCE	OLSON & SIMPSON
CEMETERY & LIBRARY	SIMPSON & HILL
RECREATION (YOUTH & SENIORS), HEALTH, INSECT CONTROL	HIGGINS & SIMPSON
PLANNING, COMMUNITY DEVELOPMENT, ZONING, REAL PROPERTY ASSESSMENT, DATA PROCESSING	HIGGINS & HILL
MILFOIL COMMITTEE (SCHROON LAKE)	Hill, Simpson, B. McGhie, Jane Smith
MILFOIL COMMITTEE (BRANT LAKE)	Higgins, Simpson, D. Paton, W. Scidmore, Wayne Butler
STARBUCKVILLE COMMITTEE	Hill, Higgins, J. Koch
HAMLET REVITALIZATION COMMITTEE	OLSON
HORICON DAY	Simpson, Olson, K. Radford

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RESOLUTION NO. 2 OF 2013

RESOLUTION DESIGNATING SALARIES FOR 2013

RESOLVED, that effective January 1, 2013 the following shall be the salary and compensation for the Town of Horicon:

Supervisor	Ralph Bentley	\$24,680.00
Budget Officer	Ralph Bentley	\$ 2,500.00
Town Clerk/Tax Collector	Krista Wood	\$35,690.00
Town Council	Frank Hill	\$ 4,806.00
	Kenneth Higgins	\$ 4,806.00
	Robert Olson	\$ 4,806.00
	Matthew Simpson	\$ 4,806.00
Town Justice	John Stevens	\$10,500.00
Hwy. Supt.	Paul Smith	\$44,346.00
Sole Assessor	Paul Maniacek	\$13,500.00
Deputy Assessor		\$ 3,000.00
Assistant Tax Collector	Dawn Higgins	\$ 1,190.00
Library Clerk	Linda Hoyt	\$13,906.00
Dog Control	Darian Granger	\$ 4,250.00
Historian	Colleen Murtagh	\$ 1,500.00
Chairman ZBA & Planning Boards		\$ 750.00
Health Officer	Gary Scidmore	\$ 1,000.00
Zoning Officer	James Steen	\$ 18,500.00
Landfill Supt.	Robert Hayes	\$ 33,150.00

Hourly Wages:

Sec./Book	\$15.95	Justice Clerk	\$15.95	Library Sub	\$ 11.69
Cleaning Cust	\$14.00	Cemetery Cust	\$20.08	Bd of Review	\$267.00
Lifeguard	\$12.50	PL&ZBA Mtgs	\$20.00	Data Collector	\$15.00
Assess. Sec	\$15.40	Zoning Sec.	\$15.40	Museum Sec	\$12.70
Landfill Helper	\$12.45	Beautif. (Greg)	\$19.14	Wingman	\$17.14
T. Meade	\$20.33	J. Baker	\$20.33	S. Holland	\$20.23
D. Granger	\$20.23	M. Younes	\$20.08	J. Bentley	\$20.08
B. Donahue	\$20.65	T. Peters	\$20.08	B. Miller	\$19.83

RESOLUTION NO. 3 OF 2013

RESOLUTION DESIGNATING OFFICIAL BANKS

RESOLVED, that Glens Falls National Bank is designated to be the official bank to deposit the Town of Horicon's monies during 2013.

RESOLUTION NO. 4 OF 2013

RESOLUTION DESIGNATING TOWN NEWSPAPERS

RESOLVED, that the Glens Falls Post Star shall be used for all legal notices of the Town of Horicon, BE IT FURTHER

RESOLVED, that the Adirondack Journal will be used for all other notices and advertising not considered to be a "legal notice".

RESOLUTION NO. 5 OF 2013

RESOLUTION DESIGNATING MILEAGE ALLOWANCE

RESOLVED, that Town Officials be compensated at 56.5 cents per mile for use of their personal vehicles in the performance of their official duties in 2013. This mileage rate follows the IRS standard mileage.

RESOLUTION NO. 6 OF 2013

RESOLUTION SETTING DATE OF MONTHLY MEETINGS

RESOLVED, that the Town Board of the Town of Horicon shall hold its monthly meeting on the third Thursday of each month at 7:00 PM at the Horicon Community Center.

RESOLUTION NO. 7 OF 2013

RESOLUTION AUTHORIZING SUPERVISOR TO SEND REPORT

RESOLVED, that the Supervisor shall submit to the Town Clerk and to the State Comptroller, a copy of the Annual Report for 2012 no later than 60 days after the close of the year.

RESOLUTION NO. 8 OF 2013

RESOLUTION TO RE-APPOINT TOWN HISTORIAN

RESOLVED, that Colleen Murtagh be re-appointed to serve as Town Historian for 2013 at a salary of \$1,500.00.

RESOLUTION NO. 9 OF 2013

RESOLUTION AUTHORIZING HIGHWAY SUPERINTENDENT TO EXPEND AMOUNTS UNDER \$1,000.00

RESOLVED, that the Highway Superintendent be authorized to expend under \$1,000.00 per item for repairs. Any other expenditures shall be reviewed by the Highway Committee.

RESOLUTION NO. 10 OF 2013

RESOLUTION TO RE-APPOINT DOG CONTROL OFFICER

RESOLVED, that the Town Board does hereby re-appoint Darian Granger to serve as Dog Control Officer for the Town of Horicon. Annual salary is \$4,250.00.

RESOLUTION NO. 11 OF 2013

RESOLUTION AUTHORIZING SUPERVISOR TO PURCHASE CERTIFICATE OF DEPOSITS WITH SURPLUS MONEY

RESOLVED, that the Supervisor is hereby authorized to place surplus monies in legal deposits, at the highest available interest for the Town of Horicon.

RESOLUTION NO. 12 OF 2013

**RESOLUTION TO ADOPT PROCUREMENT POLICY AND PROCEDURES
PURSUANT TO S104B OF THE GENERAL MUNICIPAL LAW**

WHEREAS, the Town of Horicon adopted a Procurement Policy in Resolution 32 of 1992, AND WHEREAS, this policy needs to be reviewed and adopted each year, NOW, THEREFORE BE IT RESOLVED, that the Town Board hereby adopts the Procurement Policy and Procedures

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Pursuant to S104B of the General Municipal Law.

RESOLUTION NO. 13 OF 2013

RESOLUTION TO ADOPT INVESTMENT POLICY FOR TOWN

WHEREAS, the Town of Horicon adopted an Investment Policy in January, 1988, AND
WHEREAS, this policy is reviewed and adopted each year, NOW, THEREFORE BE IT
RESOLVED, that the Town Board of the Town of Horicon, hereby adopts the Investment Policy
enacted in Resolution 21 of 1988. Banks used by the Town of Horicon are named in Resolution
3 at every Organization Meeting.

RESOLUTION NO. 14 OF 2013

**RESOLUTION ESTABLISHING BONDING FOR TOWN OF HORICON EMPLOYEES FOR THE YEAR
2013**

WHEREAS, under Sec. 25 of Town Law, the Town Board is required to set the amounts of a
Blanket Bond for Town Officers & Employees by Resolution, AND
WHEREAS, the Town of Horicon is insured for bonding of all its employees, NOW, THEREFORE
BE IT
RESOLVED, that the Town Board of the Town of Horicon establishes the following limits of
insurance:

Public Employee dishonesty bond-per employee \$10,000.00

Additional indemnity-specified positions

Town Supervisor \$ 30,000.00

Deputy Supervisor \$ 30,000.00

Town Clerk \$ 30,000.00

Tax Collector \$310,000.00

Public Officials Liability Policy: Provides coverage for "errors or omissions" for which
public officials are found liable:

Each Claim Limit \$1,000,000.00

Annual Aggregate \$1,000,000.00

BE IT FURTHER RESOLVED, that the Town Clerk of the Town of Horicon is hereby instructed to
file a copy of this Resolution with the Warren County Clerk.

RESOLUTION NO. 15 OF 2013

RESOLUTION RE-APPOINTING TOWN COUNSELOR

RESOLVED, that Mark Schachner, Esq. is hereby re-appointed as Town Counsel for the Town of
Horicon. Counselor Schachner shall be compensated on an hourly basis of \$125.00.

RESOLUTION NO. 16 OF 2013

RESOLUTION RE-APPOINTING SUPERVISOR'S SECRETARY

RESOLVED, that Supervisor Bentley does hereby re-appoint, with Town Board approval, Dawn
Higgins as Secretary to the Supervisor at an hourly wage of \$15.95 per hour for a 40 hour week.

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RESOLUTION NO. 17 OF 2013

RESOLUTION TO RE-APPOINT HEALTH OFFICER

RESOLVED, that the Town Board does hereby re-appoint Gary Scidmore as Health Officer for the Town of Horicon for a four year term at a salary of \$1,000.00 per year. Appointment to expire on December 31, 2016.

RESOLUTION NO. 18 OF 2013

RESOLUTION TO RE-APPOINT ZONING OFFICER

RESOLVED, that the Town Board does hereby re-appoint James Steen to serve as Zoning Officer for the Town of Horicon for the annual salary of \$18,500.00.

RESOLUTION NO. 19 OF 2013

RESOLUTION TO RE-APPOINT ZONING BOARD OF APPEALS MEMBER

RESOLVED, that the Town Board does hereby wish to re-appoint Carl Heilman to a five year term on the Town of Horicon Zoning Board of Appeals to commence January 1, 2013 and expire on December 31, 2017.

RESOLUTION NO. 20 OF 2013

RESOLUTION TO RE-APPOINT ZONING BOARD OF APPEALS CHAIRMAN

RESOLVED, that the Town Board does hereby re-appoint Gary Frenz as Chairman of the Zoning Board of Appeals for a one year term, expiring December 31, 2013 at an annual salary of \$750.00.

RESOLUTION NO. 21 OF 2013

RESOLUTION TO APPOINT PLANNING BOARD CHAIRMAN

RESOLVED, that the Town Board does hereby appoint Harry Balz as Chairman of the Planning Board for a one year term, expiring December 31, 2013 at an annual salary of \$750.00.

RESOLUTION NO. 22 OF 2013

RESOLUTION TO APPOINT BOARD OF ETHICS

WHEREAS, the Town of Horicon Code of Ethics calls for the annual appointment of a Board of Ethics to serve at the pleasure of the Town Board, NOW, THEREFORE BE IT

RESOLVED, that the Town Board does hereby appoint the following people to the Town of Horicon Board of Ethics for a one year term expiring December 31, 2013:

Jane Smith	Jason Willette
Mike Erickson	Dave Iasevoli
Edna Trumble	Sylvia Smith, Alternate

RESOLUTION NO. 23 OF 2013

RESOLUTION TO RE-APPOINT LIBRARY TRUSTEE

RESOLVED, that the Horicon Town Board does hereby re-appoint Patricia Tunney to serve on the Board of Trustees of the Horicon Free Public Library for a term of five years. Term to expire on December 31, 2017.

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Planning Board Members and Alternates: There was discussion about appointing one of the alternates to the open seat of Planning Board member. Harry Balz indicated that there had been talk that another Planning Board member may be resigning in the near future which means there would be two open Planning Board member seats. The Board discussed moving Georgia McMeekin or Paul Holmes up. Harry Balz noted that it was his understanding that Georgia McMeekin, whose term expired December 31, 2012, did not want to be moved up to Planning Board member. Councilman Higgins pointed out that Georgia McMeekin is also gone for most of the winter which is a problem, and reminded the Board they ran into this issue with Dennis Doyle a few years ago. Councilman Simpson said the expectation for an alternate is that they will learn the position and be willing to move up to full member when the time comes. He noted that the Town needs people that are willing to serve full time. There was further discussion about appointing Paul Holmes to the open seat of Planning Board member. Motion was made by Councilman Hill to appoint Paul Holmes, seconded by Councilman Higgins who indicated he would like to have more information. There was no vote on the Motion. After further discussion it was agreed that Paul Holmes would remain as an alternate for now and the Board would advertise. Motion was made by Councilman Olson, seconded by Councilman Higgins, to advertise for positions on the Planning Board. Applications will be accepted until Wednesday, January 17th at 10:00 am.

Councilman Higgins spoke in regards to Paul Holmes earlier suggestion of the creation of Board appointed Committees. Councilman Higgins suggested the Board appoint Harry Balz to do some research on the dam. He said they should be thinking about several things when rebuilding the dam, for example, generating power and installing a gate as opposed to a plank. Supervisor Bentley suggested Paul Holmes, Doug Paton, Harry Balz, Joe Koch, and a Warren County DPW engineer be appointed to the Committee. Councilman Higgins asked Harry Balz if he would be willing to do this. Harry said he would and said he could Co-Chair with Paul Holmes. Councilman Higgins suggested that Harry and Paul decide who they would like on their Committee and bring it back to the Board.

RESOLUTION NO. 23 OF 2013

Messrs. Higgins and Olson introduced Res #23-2013 and moved for its adoption, all Ayes:

RESOLUTION TO APPOINT COMMITTEE TO RE-BUILD DAM

RESOLVED, that the Town Board of the Town of Horicon does hereby appoint a Committee to research re-building the dam and appointed Harry Balz and Paul Holmes as Co-Chairs.

Supervisor Bentley told the Board that John Lewis had asked him if he was going to be put on full-time at the Landfill. Councilman Higgins noted that they were supposed to have found out what the cost would be to have two full-time employees as opposed to two part-time employees and suggested the Board get this information before making a decision. He also reminded the Board that they had previously decided they would hire a part-time person. He suggested they look into the costs and make a decision at the January 17th meeting. Supervisor Bentley noted that the insurance would be for John only, not for his family, as per the Town policy. Councilman Hill noted they should get the numbers tomorrow so the Board can make a decision at the next meeting. Councilman Simpson suggested they use the floater to cover where needed instead of hiring on part-time people. Supervisor Bentley stated that if John

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were put on full time the cost of his wages plus insurance would be around thirty-one thousand. Councilman Olson asked if it would bust the budget if they did put John on full-time, and Supervisor Bentley said it was already figured into the budget. There was further discussion back and forth.

RESOLUTION NO. 24 OF 2013

Messrs. Olson and Hill introduced Res #24-2013 and moved for its adoption:

RESOLUTION TO PUT JOHN LEWIS UP TO FULL-TIME

RESOLVED, that the Town Board of the Town of Horicon does hereby move John Lewis from a part-time employee to a full-time employee effective January 1, 2013.

Ayes-4 (Olson, Hill, Simpson, Bentley) Nays-1 (Higgins)

There being no further business, the meeting was adjourned at 7:45 PM by MOTION of Messrs. Olson and Higgins, all Ayes.

Respectfully submitted:

Town Clerk